

7 August 1963

*File 11/63
Records
Center*

MEMORANDUM FOR: Chief, Records Center

SUBJECT : Budget and Personnel Ceiling Restrictions

REFERENCE : ADD/S Memo dated 2 Aug. 1963, Subject as above

1. Reference memorandum established an interim first quarter FY 1964 personnel ceiling [redacted]

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2. In connection with the subject program we are required to submit a report to the ADD/S on the following:

a. Measures we have initiated, including those contained in the [redacted] investigation, designed to assure the validity of personnel requirements for programs included in "the base".

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b. What our review indicated concerning the validity of our FY 64 personnel ceilings.

c. What our review indicated concerning the validity of our FY 65 personnel ceilings.

d. What reprogramming we anticipate in order to live within the interim personnel ceiling assigned to us for the first quarter FY 64.

e. What reprogramming will be necessary in FY 64 should our FY 64 personnel ceiling (the ceiling used for planning purposes in submitting our FY 65 Office Estimates) be reduced by 5%.

3. Please carefully review the implications of items outlined in paragraph 2 and let me have your applicable comments in writing by 12 August.

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